

Administrative Completeness Checklist

☒ SPIF (only for discharge permits or agriculture TPDES permits)

- ☒ checked application type
- ☒ entered county name
- ☒ entered administrative completeness date
- ☒ ensured permit number is on form
- ☒ check agency receiving SPIF

New and major amendment - ALL 4

Renewals - ALL BUT Texas Historical Commission

Minor amendments - ALL BUT Texas Historical Commission and Army Corps of Engineers

☒ PARADOX

- ☒ entered administrative completeness date
- ☒ marked method of sending NOR package (not needed for agriculture and sludge registrations)
- ☒ entered date confirmed (no field for sludge and agriculture)
- ☒ checked if SPIF was submitted and required [not needed for no discharge (TLAP), sludge and agriculture registrations]

☒ TRACS

- ☒ checked applicant's name for:
 - ☒ Central Registry standards
 - ☒ correct legal spelling
- ☒ checked permanent mailing address for
 - ☒ Central Registry standards
 - ☒ correct USPS/Fedex complete address
 - ☒ address is in correct fields
- ☒ checked facility location address for
 - ☐ Central Registry standards
 - ☐ address is in correct fields
 - ☐ correct USPS/Fedex complete address
 - ☐ if not USPS/Fedex verified, put note in Administrative RFI Due milestone that the address needs an override because the applicant confirm the address
- ☒ entered Administrative completeness date
- ☒ checked billing address
 - ☐ address is in correct fields

TELEPHONE MEMO TO THE FILE

Please complete with typewriter or black pen.

Call to: Franklin Mills Call from: Laurie J Lancaster
Date of call: January 13, 2003 File no.: 02496
Phone no.: (214) 777-1507 Subject: confirm receipt
of WOB

Information for file: 10:15 - Mr Mills confirmed receipt of fax

Signed

Laurie J Lancaster

**** Transmit Conf. Report ****

P.1

Jan 13 2003 9:51

Fax/Phone Number	Mode	Start	Time	Page	Result	Note
912147771380	NORMAL	13, 9:51	2'57"	10	* O K	



Protecting Texas
by Reducing and
Preventing Pollution

FAX TRANSMITTAL

DATE: 1/13/03 NUMBER OF PAGES (including this cover sheet): 10

TO: Name Franklin L. Mills
Organization American Electric Power
FAX Number 214/777-1380

FROM: TEXAS NATURAL RESOURCE CONSERVATION COMMISSION
Name Laurie J. Lancaster
Division/Region Applications Team
Telephone Number 512/239-4418
FAX Number 512/239-4430

NOTES:

Applicants are required to publish the Notice of Receipt of Application and Intent to Obtain a Water Quality Permit within 30 days of the application being declared administratively complete.

Attached is:

- Letter of Declaration of Administrative Completeness
- Instructions for Public Notice
- Notice of Receipt of Application and Intent to Obtain a Water Quality Permit
- Affidavit of Publication

PLEASE CALL ME TO CONFIRM THAT YOU HAVE RECEIVED THE COMPLETE NOTICE PACKAGE.

If you should have any questions or concerns, please do not hesitate to call me.



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Robert J. Huston, *Chairman*
R. B. "Ralph" Marquez, *Commissioner*
Kathleen Hartnett White, *Commissioner*
Margaret Hoffman, *Executive Director*



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

January 13, 2003

Mr. Franklin L. Mills (N6ENV)
American Electric Power
1616 Woodall Rodgers Freeway
Dallas, Texas 75202-1234

RE: Declaration of Administrative Completeness
Name: Southwestern Electric Power Company
Permit Number: 02496 (EPA I.D. No. TX0087726)
Type of Authorization: Major Amendment

Dear Mr. Mills:

We have declared the above referenced application, received on September 23, 2002, administratively complete on January 13, 2003.

You are now required to publish notice of your proposed activity. To help you meet the requirements associated with this notice, we have included the following items:

- ☐ Notice for Newspaper Publication
- ☐ Instructions for Public Notice
- ☐ Affidavit of Publication

Please note that it is VERY IMPORTANT that you follow ALL directions in the ENCLOSED INSTRUCTIONS. If you do not, you may be required to republish the notice. One of the most common mistakes we see is the unauthorized changing of notice wording or font. If you have any questions, please contact us before you proceed with publication.

The following items and time limitations are also described in the enclosed instructions. However, due to their importance, we want to highlight them for you.

1. Publish the enclosed notice within **30 calendar days** after your application is declared administratively complete. (See this letter's first paragraph for the declaration date.)
2. Place a copy of your application in a public place in the county where the facility is or will be located. This copy must be accessible to the public for review and copying and remain in place throughout the comment period.

Mr. Franklin L. Mills
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3. Return an original newspaper clipping of the notice, which shows publication date and newspaper name, to the Office of the Chief Clerk within **10 business days** after notice is published in the newspaper.
4. Return the original enclosed Affidavit Of Publication to the Office of the Chief Clerk within **30 calendar days** after the notice is published in the newspaper.

If you do not comply with all requirements described in the instructions, further processing of your application may be suspended or the agency may take other actions. Please note, as your application undergoes technical review, we may request additional information.

If you have any questions regarding publication requirements, please contact the Office of the Chief Clerk at 512-239-3300. If you have any other questions, please contact Laurie J. Lancaster at 512/239-4418.

Sincerely,



Caroline Huertas, Team Leader
Water Quality Applications Team
Permits Administrative Review Section
Registration, Review & Reporting Division

CH:ljf

Enclosures

cc: TCEQ Region 5, Water Program Manager